

Emergency Medical Technician Basic

Policy Manual

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This publication is for all SC DHEC Authorized EMT-Basic Training Institutions, Program Coordinators and Instructors

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Preface

This manual provides information and administrative guidelines for use by planners, coordinators, instructors, and educators concerned with the establishment and administration of courses for the training and certification of the Emergency Medical Technician

The title, Emergency Medical Technician, is the current nomenclature for the EMT-Basic. All references in this policy manual will refer to the EMT-Basic as *Emergency Medical Technician*.

The information contained in this manual **supersedes** all previous manuals and correspondence relating to the Emergency Medical Technician training program that is in conflict with the guidelines and instructions contained herein.

The **D**epartment of **H**ealth and **E**nvironmental **C**ontrol (DHEC) Division of **E**mergency **M**edical **S**ervices (EMS) and Trauma is responsible for **approving** all EMT Training Institutions and courses (Basic, Intermediate, Paramedic) and is responsible for all oversight pertaining to these programs.

Each SC DHEC approved Emergency Medical Technician course must be coordinated and sponsored through a SC DHEC approved Emergency Medical Technician training institution as defined in SC EMS Regulation 61-7 and this manual.

Any questions regarding the Emergency Medical Technician program should be directed to the SC DHEC EMS Manager for Training and Certification at (803) 545-4204.

Authorized Emergency Medical Technician Training Institutions

All training centers wanting to offer the Emergency Medical Technician training program must make application to and be approved by the SC Department of Health and Environmental Control, Division of EMS & Trauma (herein referred to as “DHEC” or “the Department”).

Each training institution must meet certain standards and requirements and pass an on-site inspection prior to approval being granted. Some of the standards and requirements include, but are not limited to, the following:

- ❖ In addition to the four (4) SC Regional EMS Offices established in the 1970’s; Section 901 of SC Regulation 61-7, requires all training institutions brought on-line after June 2006 that offer the EMT program must be a post-secondary training institution and defined as such by the SC State Department of Education. These institutions include:
 - Technical Colleges
 - Vocational Schools
 - Colleges and Universities
- ❖ Must have an adequate, clean and well-lighted room(s) capable of managing the didactic and practical skills requirements.
- ❖ Must purchase (own), maintain and have adequate storage for all required equipment necessary for course approval.
- ❖ Must have one person; designated on letterhead by the VP of Technical School or the training institution’s President or Executive Director, to be solely responsible for the program. This person, herein referred to as the Emergency Medical Technician (EMT) Program Coordinator, must be a school official.

This person, an employee of the school, must receive an orientation to the Emergency Medical Technician program by a member of the DHEC training staff involved in the administration of the program.
- ❖ Must file an application to be approved as a SC EMT Training Institution (See **Enclosure 12**) and submit this application with all supporting documentation to DHEC.

Procedure for Change of Program Coordinator

The EMT Program Coordinator of record, as approved by DHEC, is the only person who may sign and submit course applications and course completion documents to DHEC, and is the only person approved by DHEC to verify course completion of their students to the National Registry. Should a change in the program coordinator become necessary, the new program coordinator should follow these steps:

- ❖ The VP of the Technical School or Director for the Training Institution must submit a letter to the Department (SC DHEC, Division of EMS & Trauma, 2600 Bull Street, Columbia, SC 29201) on letterhead, containing the name and contact information (phone, e-mail, etc.) for the new program coordinator.
- ❖ The new program coordinator should contact DHEC (803-545-4204) and ask for the Manager for Training & Certification, and request a date to satisfy the mandatory program coordinator orientation to the EMT program.
- ❖ The new program coordinator should contact the National Registry (614-888-4484) and ask for Lisa Bragg (Extension 192) -or- (e-mail: lbragg@nremt.org) and inform the Registry that he/she is the new program coordinator for (name of your SC approved EMT Training Institution) – or – you may follow the directions listed below:
 - Go to www.nremt.org
 - Click on the “Edit” tab next to the Logout
 - Scroll down to program director settings and click on the link that says “Request for EMS Education Program Authorization”
 - Next page, click on the link that says, “Associate Yourself With an Existing EMS Education Program”
 - Choose your state (SC) and then your program (School)
 - Submit

Your request will then come directly to the SC DHEC Division of EMS & Trauma for authorization. Once authorization has been given, you will have access within 1 to 2 business days.

Please note: The new program coordinator will not be approved to submit course applications or to sign or verify students until all of the above has been completed.

Course Overview

The Emergency Medical Technician program follows and exceeds the 1994 U. S. Department of Transportation (DOT) / National Highway Traffic Safety Administration (NHTSA) EMT-Basic National Standard Curriculum.

Initial Emergency Medical Technician Course

The initial (minimum 143 hour) SC Emergency Medical Technician course outline is as follows:

- 110 Hours - DOT EMT-Basic National Standard Curriculum
- 8 Hours - CPR course
 - AHA: Healthcare Provider
 - ARC: Professional Rescuer
 - ASHI: CPR Pro
- 25 Hours - SC Enrichment Modules + Additional Skills Hours
 - Weapons of Mass Destruction
 - Blind Insertion Airway Devices (BIAD)
 - Additional Hours for Practical Skills Practice and Verification

In addition to the above, each candidate will be expected to successfully complete the required clinical experiences. Clinical requirements are specified in more detail elsewhere in this manual.

Refresher Emergency Medical Technician Course

The SC EMT Refresher course (minimum of 44 hours) is a condensed review of all topics outlined in the SC Emergency Medical Technician Initial (143 hour) program except that there are no clinical requirements.

Important Statement for All SC Approved EMT Training Centers

All EMT courses, approved by DHEC through a SC approved EMT training institution, are considered open courses regardless of the location of the course. Until all available seats are taken and the course is full, available seats are on a first come-first served basis, and therefore any student, nationwide, who meets the entrance requirements for the course must be admitted to the course for the same price as the other students in that course. The only exemptions are the EMT Pilot Courses.

Location of Class Sites

The Department prefers that all **“Initial”** Emergency Medical Technician courses be conducted in a structured educational environment (i.e. on the school’s campus) and not held off-campus at EMS services, rescue squads, fire departments, industries, etc. Off-campus approval for all Emergency Medical Technician courses shall be granted on an “as needed” basis.

The **“Refresher”** Emergency Medical Technician course, may be located off-campus to accommodate a specific employer’s needs; however, all off-campus Emergency Medical Technician courses must adhere to the following stringent requirements:

- ✓ Must have classroom facilities, appropriate in size, to accommodate the didactic and practical requirements.
- ✓ Classrooms must be clean and well lighted.
- ✓ Classrooms must be secluded from the daily activities of the host facility.
- ✓ Must have adequate storage space for all required equipment. This set of equipment must remain on the site for the entire course (See **Enclosure 3**)
- ✓ The host facility and the students involved in this course must understand that students are not permitted to leave class during the hours of the course. There must be other personnel covering the duties of these students while they are involved in the course.
- ✓ The host facility as well as all instructors and students are expected to follow all of the policies (such as but not limited to smoking, food, drink, etc.) of the sponsoring training institution just as if they were located on campus.

Off-campus course approval is a privilege and not a right. Previous approval of one off-campus course does not automatically mandate approval of future off-campus courses.

Off-campus course approval may be discontinued by DHEC at any time for infringement of any policies or procedures.

Off-campus courses (*as well as all other courses*) may be monitored by DHEC for compliance.

Equipment Requirements

For a detailed listing of all required equipment, please refer to **Enclosure 3**. Instructors and Program Coordinators should use **Enclosure 3** as an inventory checklist to assure that all equipment is present, clean, in working condition and is available for each class.

The Emergency Medical Technician Training Institution's Program Coordinator is responsible for:

- ❖ Assuring that all equipment is clean and maintained in good working condition and made available for every class meeting throughout the course.
- ❖ Repair and/or replacement of any equipment as needed. If equipment problems and /or deficiencies exist, the instructor is required to ***cancel all classes*** until the equipment problems or deficiencies have been corrected. At **no** time is a class to be conducted when equipment problems and /or deficiencies exist.

The Emergency Medical Technician Instructor must:

- ❖ Assure that all minimum equipment is available and in clean, working condition prior to the start of each course. Instructors must inventory all equipment and verify its presence and proper working condition prior to beginning each class.
- ❖ Cancel any class meetings and report any equipment problems to the EMT Program Coordinator. The problems must be corrected prior to resuming class meetings.

Important Note:

CONDUCTING CLASS WITH EQUIPMENT DEFICIENCIES IS A VIOLATION OF POLICY.

The EMT training equipment maintenance and inventory is the responsibility of the EMT Program Coordinator. If this function is not regularly attended to, the training equipment and supplies can deteriorate very quickly. Should the EMT Program Coordinator not be familiar with the equipment necessary for the EMT program, this function may be assigned to a responsible instructor. However, the responsibility and accountability for the equipment still resides with the EMT Program Coordinator.

DHEC reserves the right to inventory equipment prior to the granting of course approval. If all required equipment is not in place or is not in clean, working condition, the course will not be approved.

DHEC will inventory the equipment each time a class is monitored. If equipment problems are found, course approval may be jeopardized until such time as the problems are resolved. Repeated violations may result in a total withdrawal of program approval for the training institution and may result in revocation of the instructor's authorization.

Approved CPR Courses

DHEC requires the inclusion of a SC approved CPR course to be a mandatory part of every SC approved Emergency Medical Technical course. The training institution must include, in the Emergency Medical Technician course, one of the following CPR courses

- American Heart Association (AHA) ***BLS for the Healthcare Provider***
- American Red Cross (ARC) ***CPR for the Professional Rescuer***
- American Safety & Health Institute (ASHI) ***CPR Pro***

No one may be exempt from the CPR portion of the EMT course. All students are required to successfully complete the CPR course included and be issued a new CPR provider card as part of their Emergency Medical Technician course, regardless of their CPR status when entering the course.

Approved Course Materials

Training institutions may utilize any textbook(s) that follow the current nationally accepted curriculum for the Emergency Medical Technician. All SC approved EMT training institutions are required to use the “***current***” edition of that publisher's textbook.

Many publishers of EMT textbooks have a large variety of supplemental and support materials such as Instructor Manuals, Workbooks, Test Banks, Audio-Visual Aides and Computer Programs to assist the instructor. Training institutions and their instructors are encouraged to make use of any and all technology available in order to provide a quality program.

Clinical Requirements

Clinical requirements are performance-based and not hourly-based. This means, in addition to the required minimum of 143 hours, every student must have patient interactions in a clinical setting.

The EMT Program Coordinator and /or the SC Approved EMT Instructor should establish appropriate relationships with various SC licensed EMS services to assure their students will have adequate contact with patients.

The ideal clinical setting is with a SC licensed, transporting 911 EMS service with experienced paramedics servicing as preceptors. Other acceptable clinical settings include:

- SC licensed transporting (non-911) EMS services
- Hospital Emergency Rooms

Students may begin their clinical experience after successful completion of the Patient Assessment portion of the curriculum.

All students are expected to interview and assess a minimum of five (5) patients in a field or hospital setting. They should record their assessment in written form as specified by the training institution or instructor. The instructor must then review each report for compliance with clinical requirements and assure competent documentation with the minimum reportable data.

In accordance with HIPPA laws and regulations, students must not make note of, or record, any personal patient information such as names, ages, addresses or other personal identifying information. The purpose of the clinical experience is to assure a proper assessment and documentation of that assessment for each patient contact.

Students with unsuccessful clinical evaluations are to receive remediation and redirection. They should continue with their clinical requirements until they have successfully demonstrated, to the instructor's satisfaction, a minimum of five (5) patient assessments.

In extreme cases, when students may not be able to obtain experiences in a field or hospital setting, the EMT Program Coordinator for the SC approved EMT training institution may request other alternatives, such as utilizing preprogrammed patients in a classroom setting. The request must be received and approved by DHEC in advance (See **Enclosure 11**). The hours necessary to satisfy the in-class clinical requirements are in addition to the minimum 143 hours of the course.

Course Staffing / Instructor Requirements

For all classes that involve practical skills demonstration, practice and /or evaluation; the Emergency Medical Technician course requires an instructor / student ratio of one (1) SC DHEC authorized EMT instructor for every twelve (12) students. However, for the CPR portion of the course, DHEC requires one (1) credentialed CPR instructor for every six (6) students.

The SC approved Emergency Medical Technician training institution must assure that the “**Lead**” SC authorized Emergency Medical Technician Instructor for the course, is also an approved and current instructor for the CPR course that will become a part of that EMT course.

Apprentice Instructor Authorization

Apprentice Instructor authorization (certification) is granted to individuals who have achieved and maintained specific credentials and experience. These individuals demonstrate the highest level of professional commitment to the EMS field.

Any person desiring to become a SC authorized EMT apprentice instructor, must meet the following requirements:

- Minimum of 21 years of age
- Possess a high school diploma or GED
- Current certification as a Nationally Registered Paramedic
- Current certification as a SC Paramedic
- Minimum of two (2) years experience as a Paramedic
- Successful completion of a SC approved EMS or Fire instructor methodology course
- Certification as a CPR instructor with AHA, ARC or ASHI
- Resume detailing a minimum of one (1) year of teaching experience (CPR, First Aid, Emergency Medical Responder, IST, etc.)
- Endorsement from the EMT Program Coordinator of the Training Institution

Every credentialed instructor is sponsored by and connected to a SC approved EMT training institution. The training institution is the employing agency of that instructor. When an opening for an EMT instructor exists, the EMT Program Coordinator should interview all prospective candidates as with any prospective employee. For an EMT apprentice instructor application, see **Enclosure 8**.

Upon receipt of a completed apprentice instructor nomination packet by DHEC (**Enclosure 8**), the instructor candidate must receive an EMT program orientation by a DHEC EMS staff member. Upon completion of the required program orientation, the apprentice instructor candidate will be approved as an EMT **Apprentice** Instructor and must satisfy the requirements of a successful apprenticeship. Those requirements include:

- ✓ Teaching a minimum of one (1) full initial EMT course
- ✓ Satisfactory evaluation by the EMT Program Coordinator with input from the Lead SC Authorized (Certified) Instructor of the course.
- ✓ A minimum National Registry pass rate of 50% (*Of the number of candidates from this course, who were eligible to take the NR practical & written examination, – the pass rate must be a minimum of 50% pass on the 1A attempt at the NR practical examination and a 50% pass rate on the first attempt of the NR written examination*)

Lead Instructor Authorization

To become a SC authorized (certified) **Lead** instructor, the instructor candidate must satisfy the following requirements:

- Successful completion of an apprenticeship period as a SC authorized EMT Apprentice Instructor.
 - ✓ Must be a SC authorized EMT Apprentice Instructor
 - ✓ Must have taught (at least one) entire EMT initial course after becoming a SC authorized EMT Apprentice Instructor.
 - ✓ The SC authorized **Lead** Instructor for that course must have been present for the entire course (*At no time should the apprentice instructor have been teaching without the SC Authorized Lead Instructor present*)
 - ✓ Minimum 50% pass rate of the eligible candidates on their full 1A attempt of the NR practical examination (Includes 1A, 1R1 & 1R2)
 - ✓ Minimum of 50% pass rate of the eligible candidates on their first attempt of the NR EMT written (computer-based test) examination.
- Recommendation of the EMT Program Coordinator

Instructor Re-Authorization

EMT instructor authorizations (certifications) expire on the last day of the month of their EMT certification expiration. Instructors should complete the Instructor Re-Authorization application, **Enclosure 9**, and forward that application with all required documentation to DHEC at least 30 days prior to their instructor expiration date.

EMT Instructor Re-Authorization requirements include:

- Copies of current (re-certified) SC & NR Paramedic credentials
- Copy of current CPR instructor credential
- Copies of a minimum of 12 CEUs of SC approved instructor methodology courses
- Documentation of teaching at least one full EMT course (or two refresher courses) during the last instructor authorization period
- Endorsement from the EMT Program Coordinator

Instructors are responsible for submission of all required documents prior to their instructor expiration date.

Instructor Remediation

Practical and written NR examination results are monitored for each SC Authorized (Certified) Lead Instructor of each EMT course. During the Instructor's certification period (usually a three-year period), the designated "Lead" instructor must maintain a satisfactory pass rate for the NR written and practical examinations of all "eligible" candidates from courses for which that instructor was responsible.

Eligible candidates are those candidates who successfully passed the EMT course and who qualify to attempt the NR practical and written EMT examinations.

Successful pass rates are defined as follows:

- Practical Exam: Pass rate above 50% of the full 1A attempt for all eligible candidates of each course
- Written Exam: Pass rate above 50% on the first attempt for all eligible candidates of each course

Instructors who, during their three-year instructor certification period fall at or below the 50% pass ratio on two or more courses for either the NR practical or NR written examination will be notified in writing by DHEC that they must satisfy instructor

remediation requirements.

If the instructor only taught one course during the instructor authorization (certification) period and that one course had a pass rate at or below 50%, that instructor will also be notified in writing by DHEC that they must satisfy instructor remediation requirements.

Instructor remediation requirements include:

- ✓ Repeat the national EMS or fire instructor methodology course
- ✓ Present one, four (4) hour, In-Service Training class session to DHEC EMS staff and receive a favorable evaluation by DHEC EMS staff.
- ✓ Successfully complete the EMT practical examination at a regular EMT practical examination date and site. Instructor remediation candidates will be given a full 1A attempt.

Upon successful completion of the remediation requirements, the EMT Program Coordinator may request that instructor to be re-authorized (certified) as a “Lead” instructor –OR- may request that instructor be required to successfully complete an apprenticeship period.

If the instructor fails to successfully complete an apprenticeship period –OR- if the instructor has a fail rate at or below 50% on their next course, that instructor will have their instructor credential revoked for a full three (3) year period. At the end of the three-year period, that instructor may re-apply as a first-time apprentice instructor.

Instructor Revocation

All instructors are expected to provide a positive example for their students and adhere to all federal and state laws, regulations and policies that govern their profession.

The personal conduct of instructors must be above reproach. The success or failure of any course may well rest on the conduct and behavior of the instructor. Prudent and mature judgment should always be exercised.

The authorization (certification) of EMT instructors is a privilege. The Department may suspend or revoke an instructor authorization at any time it is determined that the holder:

- ❖ No longer meets the prescribed qualifications set forth by the Department
- ❖ Has failed to provide candidates of an Emergency Medical Services training program, training of a quality deemed acceptable by the Department
- ❖ Is guilty of misconduct as outlined by the policy set forth in this document or by

the rules and regulations contained in Regulation 61-7

An EMT instructor authorization may be suspended or revoked for any of the following reasons:

- Any act of misconduct as outlined in Section 1100 of EMS Regulation 61-7
- Expiration, suspension or revocation of the holder's NR or SC Paramedic certification
- Failure to maintain required credentials necessary for instructor authorization
- Any act of harassment (sexual or otherwise) toward any student, instructor or training institution personnel
- Use of profane, obscene or vulgar language while in the presence of students or training institution personnel
- Conducting class without the required minimum equipment available and in clean, working condition
- The use of any curricula, texts or materials not approved by the Department
- Gross or repeated violations of policies pertaining to the EMT training program
- Multiple instructor reprimands within a given period of time as established by the Department
- Any other actions determined by the Department that compromises the integrity of the program. Those actions may include, but are not limited to the following:
 - An instructor who places himself/herself in a situation which will bring embarrassment or unfavorable notoriety to himself/herself or the training institution
 - Consistently starting class late or dismissing class early
 - Unprofessional behavior in the classroom or on the property of the training institution or class site
 - Failure to notify the EMT Program Coordinator when classes must be cancelled or re-scheduled
 - Conducting class while under the influence of alcohol or drugs (prescribed, non-prescribed or illegal)
 - Falsification of any paperwork pertaining to the course – i.e. attendance records, equipment lists, skill verification documents, certificate application cards, grades, etc.
 - Repeated poor class results of the National Registry examinations

The EMT instructor is an employee of the SC approved EMT training institution and must maintain the endorsement of the program coordinator in order to maintain instructor authorization (certification). Training institutions may impose any disciplinary measures on their instructors as deemed necessary in accordance with that institution's employee policy and procedures.

Course Entrance Requirements

Initial Emergency Medical Technician Course:

All candidates entering the initial EMT course must meet the following requirements:

- ✓ High School Diploma or GED
- ✓ Eighteen (18) years of age prior to the NR practical examination date
- ✓ Be physically fit and able to perform all the tasks required of an EMT
- ✓ Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does pre-screening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBIT, ACET, COMPASS, etc) with a previously established passing score.

The EMT training institution may impose any additional requirements or pre-requisites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org and from the menu on the left, click on “*General Policies.*”

Refresher Emergency Medical Technician Course:

All candidates entering the refresher EMT course must meet one (1) of the following requirements:

- ❑ Current SC Emergency Medical Technician
- ❑ Former Emergency Medical Technician (* see note)
- ❑ Has a letter of permission from SC DHEC Division of EMS & Trauma

* A former EMT who enters a SC EMT refresher course, must be able to successfully complete the refresher course - AND - pass the National Registry practical and written (CBT) examinations before their EMT certification has been expired for two-years.

EMT Pilot Courses

SC allows for a SC approved EMT training institution to hold the Emergency Medical Technician (EMT) course in the High School setting provided all of the students in that course meet the following “special” entrance requirements:

- ✓ Each student has attained the status of a Senior in the High School where the course will be held
- ✓ Each student has successfully completed the EMR (Emergency Medical Responder) course as a pre-requisite

The EMT training institution may impose any additional requirements or pre-requisites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org and from the menu on the left, click on “*General Policies.*”

Course applications submitted by the SC approved EMT Training Institution must include the location (name and street address of the High School) where the course will be presented, a course schedule (the days and hours for each part of the EMT course), as well as documentation of each student’s class status and pre-requisite course completion. The same instructor/student ratios as well as attendance requirements apply to all EMT pilot courses.

Once the course is completed – all required documentation is submitted to DHEC (i.e. white course cards, CPR cards, *Skill Verification* Forms) in the same manner as all other EMT courses; however, these students will not be permitted to attempt the National Registry examination until they have reached the age of 18 and have submitted, to DHEC, a copy of their High School Diploma.

High School Students in Non-Pilot EMT Courses

Selected High School students who meet certain stringent requirements are allowed to enter an EMT course in any SC approved training institution. Those requirements include:

- ❖ Class status as a “second semester” Senior
- ❖ Letter from the principal of the High School (on Letterhead) stating “*specifically*” that this student, prior to the EMT course start date, has already satisfied all requirements for graduation. In other words, no classes that the

student will be taking during the EMT course is required for that student to graduate (A copy of the letter must be attached to the EMT course “*Statement of Understanding*” **Enclosure 4** and a copy attached to the white “*Course Application*” card.

- ❖ Must satisfy pre-screening requirements in reading comprehension and math using a standardized test from either an agency that does pre-screening, or by the authorized SC EMT training institution using the prescreening examination of their choice (i.e. HOBIT, ACET, COMPASS, etc) with a previously established passing score.
- ❖ Must be physically fit and able to perform all the tasks required of an EMT

The EMT training institution may impose any additional requirements or pre-requisites as deemed necessary by the institution. For all ADA (Americans with Disabilities) concerns, please refer the National Registry Website: www.nremt.org and from the menu on the left, click on “*General Policies.*”

Once the course is completed – all required documentation for these students is submitted to DHEC (i.e. course cards, CPR cards, *Skill Verification* Forms) in the same manner as for all other EMT students; however, these students will not be permitted to attempt the National Registry examination until they have reached the age of 18 and have submitted, to DHEC, a copy of their High School Diploma.

Course Attendance Requirements

Candidates in an Emergency Medical Technician course should make every effort to attend all class sessions. A candidate may miss up to ten percent (10%) of the course’s contact hours. However, all work missed must be made up to the satisfaction of the course instructor. Even though the work must be made up, the hours missed are not erased.

Note: Under special, extreme circumstances, the EMT program Coordinator may allow a candidate an additional ten percent (10%) – not to exceed a total of twenty percent (20%) of the total contact hours of the course.

Instructors are responsible for maintaining accurate attendance records. These records (as well as any records pertaining to the EMT course) may be requested by and inspected by DHEC at any time.

Arriving to class late as well as leaving class early counts toward the total number of allotted hours. Any candidate that exceeds the total allotted hours of absences will not be allowed to continue in the course and will not be approved to take the National

Registry examination.

Course Evaluations

It is recommended that all EMT courses participate in a course/instructor evaluation. This evaluation is given by the program coordinator and should be administered no later than halfway through the course. The instructor must not be present during the evaluation exercise so as to assure honest and candid responses.

The purpose of the evaluation is to detect and then correct any problems that would have otherwise gone unnoticed. If the training institution does not have an evaluation instrument, one is provided in **Enclosure 7**.

Regular supervision and evaluation of all instructors and courses is the responsibility of the program coordinator. All courses are subject to being monitored by a representative of the Department.

Skills Verification

In addition to all Cardio-Respiratory Skills in the CPR course, each student must be taught, tested and found competent in each of the following skill areas.

AIRWAY, OXYGEN AND VENTILATION SKILLS
UPPER AIRWAY ADJUNCTS AND SUCTION

BAG-VALVE-MASK
APNEIC PATIENT

BLEEDING CONTROL / SHOCK MANAGEMENT

CARDIAC ARREST MANAGEMENT / AED
WITH BYSTANDER CPR IN PROGRESS

IMMOBILIZATION SKILLS
JOINT INJURY

IMMOBILIZATION SKILLS
LONG BONE INJURY

IMMOBILIZATION SKILLS

TRACTION SPLINTING

MOUTH TO MASK WITH SUPPLEMENTAL OXYGEN

OXYGEN ADMINISTRATION

PATIENT ASSESSMENT / MANAGEMENT – MEDICAL

PATIENT ASSESSMENT / MANAGEMENT - TRAUMA

SPINAL IMMOBILIZATION

SEATED PATIENT

SPINAL IMMOBILIZATION

SUPINE PATIENT

DUAL LUMEN AIRWAY DEVICE (COMBITUBE)

Skill sheets for each item listed above may be downloaded from the National Registry Website. Follow these steps:

1. Go to www.nremt.org
2. On the Left under General Info – click on “EMS Professionals”
3. Click on “Exam Coordinator Documents”
4. Download the current sheet for each skill listed below.

Caution: Be sure you download (and frequently re-check) for the most current skill sheet as the practical examination will use the most current sheet.

As new skill checksheets are developed by the National Registry or DHEC (i.e., skill checksheets for Alternative Airway Devices such as LMA, KING, etc.), these skills will be added to the *Skills Verification* form (see **Enclosure 5**) and will also be incorporated into the SC state EMT Practical Examination.

Verification of Course Completion

In order for candidates to successfully complete the course and to qualify for permission to take the National Registry EMT examination, each candidate must satisfy all of the following requirements:

- Pass the course with a minimum score of 70% (A final grade of 69.5 may be

rounded off to 70)

- Pass the in-course practical skills examination to the satisfaction of the instructor. Documentation of skills competency is a properly completed and signed “*Skills Verification*” form (see **Enclosure 5**)
- Successfully complete all clinical requirements
- Have a valid CPR credential
- A properly completed and signed “*Certificate Application*” card
- Have met all eligibility requirements to be accepted into the course
- All required documentation has been received by the DHEC

Program Coordinator’s Note:

Upon completion of the course, the program coordinator must submit to the Department all of the following documentation:

- ✓ A properly completed and signed **Enclosure 10**
- ✓ A properly completed and signed “*Certificate Application*” card for each eligible candidate
- ✓ A properly completed and signed “*Skill Verification*” form for each eligible candidate (see **Enclosure 5**)
- ✓ A copy of each eligible candidate’s CPR credential

All required documentation is to be received by DHEC no later than the Thursday, prior to the course’s scheduled practical examination date.

National Registry / SC State Certification Examinations

The state of SC currently utilizes the National Registry Examinations for the Emergency Medical Technician. Each candidate must pass both the practical examination and the written (CBT) examination.

National Registry Practical Examinations:

National Registry Practical Examinations for eligible candidates are available four times each month. One practical examination, each month, is given in each of South Carolina’s four testing centers.

For a list of test dates, places and contact information please go to www.scdhec.gov/health/ems and click on “*EMT Basic Examination Schedule.*”

National Registry Written (Computer-Based Testing) Examinations

In order to gain permission to take the cognitive portion of the NR examination, candidates must log onto the National Registry website and create their account/application.

Go to www.nremt.org

The first item on the page is: “EMS Students! Follow these steps to apply for your NREMT exam ‘[click here](#)’

Click and then follow all eight steps.

SC State Certification

See Student Handout 02

All individuals who desire to operate as an Emergency Medical Technician in South Carolina **must** gain a SC Emergency Medical Technician certification. In order to qualify for certification as a SC Emergency Medical Technician, candidates must satisfy the following requirements:

- ✓ Successfully complete the Emergency Medical Technician course to include successful completion of all didactic, practical and clinical requirements.
- ✓ Successfully pass the National Registry (NR) of EMTs practical and written examinations and receive subsequent national registration.
- ✓ Possess a current and valid CPR credential (AHA, ARC, ASHI) - see page 9.
- ✓ Successfully pass a criminal background check. To complete the required criminal background check:
 - Go to www.scdhec.gov/health/ems
 - Download an application form and the “*Instructions for Completing a Criminal Background Check.*” Follow the instructions as outlined
 - Once you have been fingerprinted, DHEC should receive the results of the background check within forty-eight (48) hours.

Please note: candidates must first pass both the NR practical and written examinations prior to beginning the background check process. DHEC will not accept background

checks completed prior to your successful completion of the NREMT examination.

Once all requirements for SC EMT certification have been met, the candidate's SC EMT certification will be sent directly to the address the candidate indicated on the *Certificate Application* "white" card.

Candidates should receive their SC EMT certification within two weeks from receiving their National Registry credential. SC EMS Law requires EMTs to have their original SC EMT pocket certification card on their person at all times when functioning as an EMT.

Enclosures

There are a number of enclosures that correspond to information contained in this policy. These enclosures are available to be downloaded by going to the DHEC EMS website: www.scdhec.sc.gov/health/ems

Below is a list of available Enclosures:

- Enclosure 01: *EMT Course Application*
- Enclosure 02: *EMT Class Schedule*
 - 2A – *Initial Class Schedule*
 - 2B – *Refresher Class Schedule*
- Enclosure 03: *EMT Course – Minimum Required Equipment*
- Enclosure 04: *EMT Course Statement of Understanding*
- Enclosure 05: *EMT Skills Verification Form*
- Enclosure 06: *EMT Candidate Re-Mediation Form*
- Enclosure 07: *EMT Course Evaluation*
- Enclosure 08: *EMT Instructor Apprentice Application*
- Enclosure 09: *EMT Instructor Re-Authorization Application*
- Enclosure 10: *EMT Course Completion Verification*
- Enclosure 11: *EMT Course Clinical Substitution Request*
- Enclosure 12: *EMT Training Institution Application*
- Enclosure 13: *EMT In-Course Test Blueprint*

EMT Student Handouts

A number of handouts are available for download, for each EMT candidate on the DHEC EMS website: www.scdhec.gov/health/ems

- Student Handout 01: *SC Credentialing Information System*
- Student Handout 02: *SC Certification & Background Check Information*

Student Handout 03: *NREMT Application Process (only available as a pdf file)*
Student Handout 04: *NR Practical and Written Examination Information*